

Position Title: Program Coordinator

Schedule: part-time: 20-25 hours/ week; non-exempt; Monday through Friday with occasional weekends and evenings as needed.

Supervisor: Art Director

Compensation: \$18-22 per hour. Based on Experience

Essential Duties: Visual Art Institute's Program Coordinator is a masterful multi-tasker with excellent verbal and written communication skills and an upbeat attitude. They should exhibit the skill set to assist leadership by creating and maintaining art class and program schedules, private events, art workshops, community outreach and network outreach events. Oversees and maintains the organization's program-related calendars. Creates and disseminates program participant surveys to assist in the effective evaluation art programs. Prepares evaluation and data reports for the Art Director and Executive Director on a quarterly basis. Program Coordinator works directly with the Executive Team to improve art programming.

Responsibilities:

- Greet and Assist students and patrons.
- Works with Art Director and Associate Director to prepare art class schedules and enters them on organization's registration platform.
- Maintains the class, workshop, event schedules, art teacher, and volunteer schedules in organization's Google calendars and program and volunteer registration systems.
- Prepares class rosters for Art Faculty and Workshop Artists.
- Works with Associate Director in coordinating Art Faculty for Community Outreach partnerships.
- Coordinates with office staff to assign Art Faculty for private, corporate events, and workshops.
- Program Data and evaluation for all art programs and community outreach programs by collecting participant data, updating, facilitating, preparing, disseminating, and analyzing surveys and program evaluation forms for classes, workshops, and partnering organizations. Reports on activities, trends, results, and recommendations relating to program activities to the Art Director, and Program Evaluation Committee.
- Post Arts Classes and Events on Community Digital Platforms.
- Manage student stories, maintain system with photos, video's, testimonials, etc. that is easily accessible for staff use for speaking events, interviews, and grants.
- Maintain electronic filing system and documentation as needed.
- Uses personal judgment and initiative to develop effective and constructive solutions to challenges and obstacles in activities and procedures.
- Assists with marketing the organization through professional communications with outside parties, program participants, and organization volunteers through Mailchimp, and registration platform.

- Designs and prepares In-house marketing collateral for student / parent communications, such as posters and flyers.
- Prepares and submits relevant administration in a timely and accurate manner. Attends staff meetings and organizations events.
- Front office duties when onsite: assisting customers with registrations, answering phone, program related emails.
- Must adhere to all VAI policies of professional conduct including dress standards.
- Other tasks as requested by the Art Director, Associate Director, or Executive Director

Minimum Qualifications

- Associate degree in a related field.
- Prior administrative experience preferred.
- Must have excellent interpersonal, written, and oral communication skills.
- Attention to detail.
- Collaborative teamwork: the ability to inspire and motivate people to be effective in their roles.
- Emotional intelligence: compassionate and energized by face-to-face contact with others.
- Excellent communication skills
- Strong work ethic
- Demonstrated ability to manage and complete multiple tasks in a busy environment.
- Ability to work with minimal supervision, self-starter and independently motivated.
- Attention to detail and ability to organize data, schedules, tasks, and projects.
- Proficient in MS Word, Excel, and Google Suite.
- CRM knowledge/experience preferred.

Physical Demands and Work Environment

- Moderate work environment noise level
- Available to work on weekends, as needed.
- Assist with events and outreach opportunities.
- Able to lift 50 lbs.

Benefits / Why work for Us

As non-profit professionals, our team brings our individual talents to the workplace daily. We exercise influence, get things done, and move our sector forward. Our professional toolkits are full of the latest and greatest in new ideas and strategies – we are brokers, leaders, educators, artists, and individual producers. Underneath these worthwhile endeavors are our core values that fuel the process. These values are the foundational principles that shape our motives and impact our decisions. The programs, products, and services we deliver will change from time to time, but our

core values remain steadfast and permeate every facet from strategy, to people, to progress: creativity, impact, community, integrity, and accountability.

To apply, please submit the following materials via email:

hjanatova@visualartinstitute.org

Resume and a cover letter introducing yourself, stating how your work experience qualifies you for this position, how this opportunity supports your career goals, and specifying experience you have had in a role that cultivates a positive and collaborative workplace culture. Also include the names and contact information for three professional references. Open until filled.

Visual Art Institute is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, marital status, parental status, or source of income.